

Date Posted: 1/13/16  
Department: Assessor  
Job Title: Appraiser (Residential)  
Location: Kiowa  
Salary: \$3,166 - \$3,333/month  
Applications accepted until: Filled  
**Elbert County is an Equal Opportunity Employer**  
If interested, please submit application and resume to:  
Elbert County Government  
215 Comanche St., PO Box 7, Kiowa, Colorado 80117  
Or email: dianna.hiatt@elbertcounty-co.gov  
For more information, please call (303) 621-3150



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## Appraiser - Residential

Department: Assessor  
Date: January 2016

Salary: \$38,000-\$40,000 annual  
FLSA: Non-Exempt

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### GENERAL STATEMENT OF DUTIES

This position is responsible for appraising residential properties within Elbert County; Requires ability to inspect properties for new construction, old construction, sales confirmation and to estimate values using proper appraisal procedures; Must be able to communicate effectively with property owners to obtain and provide necessary information; Requires data input into the computer based system in order to generate an appropriate value.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Determine property values in compliance with the Division of Property Taxation Guidelines and according to Colorado State Statutes
- Perform field inspections and interviews for accurate data collection
- Accurately measure, photograph and document improvements and outbuildings
- Maintain consistency within appraisal work and department policies
- Properly organize and enter data into property files and computer based system
- Determine percent complete and effective date of completion for new construction
- Sketch and calculate areas of new construction for entry into Assessors records
- Assist taxpayers and general public with assessment and tax information
- Address, respond, and attempt to resolve protests and abatements
- Determine appropriate comparables and make adjustments when necessary
- Prepare documents in order to defend values and represent the Assessor's Office for all protests, hearings, appeals, and legal proceedings
- Consult with other appraisers and the Division of Property Taxation
- Perform property appraisals and reappraisals as necessary
- Maintain current knowledge of the Colorado Constitution and statutory requirements for ad valorem valuation
- Maintain compliance with the Uniform Standards of Professional Appraisal Practice
- Attend educational courses and seminars
- Perform any other duties as assigned

**SKILLS AND ABILITIES**

- Excellent interpersonal skills; people-oriented with ability to work well with varied personalities
- Excellent communication skills - written, verbal and listening
- Excellent organizational skills; ability to multi-task; plan and organize workload
- Self-motivated with ability to exercise considerable initiative and sound judgement
- Able to work with minimal supervision and stay on task
- Detail-oriented; ability to focus attention on tasks and maintain accuracy
- Proactive in problem solving
- Dedicated to customer service and confidentiality
- Ability to perform routine computer functions and learn new applications as necessary
- Ability to complete work accurately and timely
- Ability to work in a team environment establishing and maintaining effective working relationships
- Ability to respond professionally and tactfully to executive management, customers and employees

**REQUIREMENTS**

- Must have a high school diploma or G.E.D.
- Appraiser License and knowledge of appraisal preferred
- Possess basic computer skills
- Ability to perform all essential functions of the job
- Must have a valid Colorado Driver's License and acceptable motor vehicle record
- Must pass a criminal background check

**RESPONSIBILITY**

This position reports directly to and under the general direction of the Elbert County Assessor

**PERSONAL WORK RELATIONSHIPS**

Contacts are with county and state personnel and the public for the purposes of providing information, explanation and interpretation of appraisal policies and procedures

**EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Education: High School Diploma or Equivalent

Must have an Ad Valorem Appraiser License or complete coursework and pass exams to obtain an Ad Valorem Appraiser License within two years of hire  
Complete required continuing education credits to maintain license

Experience: Two years experience residential and/or commercial assessment preferred  
County Assessor's office experience preferred

**PREFERRED QUALIFICATIONS**

Two years of experience in residential and/or commercial assessment or related field and/or experience in a County Assessor's Office

Working knowledge of State laws pertaining to property taxation, tax assessment and reporting requirements

**PHYSICAL EFFORT, WORK ENVIRONMENT**

Works in a standard office environment and in the field; generally scheduled Monday through Thursday although some work may be required outside of regular business hours. Hazards include working in

severe weather, around dilapidated property, construction sites, animals, heavy equipment and driving a motor vehicle in all types of conditions.

Physical Requirements of Position:

*The following are some of the physical demands commonly associated with this position.*

Driving:	Frequently
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Frequently
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally
Lifting: 1 lb. minimum/30 lbs. maximum	
Carrying: 1 lb. minimum/30 lbs. maximum	
Push/Pull: 1 lb. minimum/30 lbs. maximum	

Probation Period:

- Initial 90-day probationary period with potential of 90-day extension based on Supervisor recommendation and Elected Official/Director approval